

**ADM. ISTRATIVE - INTERNAL USE ONLY****ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

STAT

FROM: C/HOME/OL  
3E14 Headquarters

EXTENSION

NO.

DATE

18 July 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED FORWARDER

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT 1. D/L

STAT 2.

STAT 3.

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**HEADQUARTERS OPERATIONS, MAINTENANCE  
AND ENGINEERING DIVISION WEEKLY REPORT  
PERIOD ENDING 18 July 1984**

**I. Progress Report on Tasks Assigned by DCI/DDCI:**

No items this reporting period.

**II. Items/Events of Major Interest:**

a. Vehicle Entrance to North and South Loading Docks and P&P Building: Effective immediately, the vehicle entrance to the North and South Loading Docks and the Printing and Photography Building will be via "K" Lane in South Parking Lot. Relocation of the access route was necessary in order to allow the Northside Utilities contractor to uncover the chilled water line again for repair. There is no change in the present access routes to these facilities by pedestrians.

b. Change in Transportation from West Lot: Commencing immediately, transportation from West Lot to the Main Entrance of Headquarters Building will be offered via the regularly scheduled shuttle bus service in addition to the vans operating on a continuous basis. The shuttle buses and vans will leave the Motor Pool a few minutes before their regularly scheduled runs in the morning from 7:30 a.m. to 9:00 a.m. and will stop at "K" Lane in West Lot, the stop in the vicinity of the Motor Pool, and the Main Entrance to Headquarters Building en route to the main bus terminal where their regularly scheduled runs will begin. In the evening from 4:00 p.m. to 6:00 p.m., the buses and vans will stop at the Main Entrance to Headquarters Building after leaving the main bus terminal at the end of their runs and will proceed to "K" Lane in West Lot en route to the Motor Pool. There will be no change in the times of the regularly scheduled shuttle bus runs.

c. Transportation: Limousine service was provided to the European Division, DO, from 15 to 19 July 1984.

d. Hydraulic Barricades: The second shipment of four hydraulic barricades has arrived. Installation at the Route 123 and George Washington Memorial Parkway Entrances to the Headquarters Compound will commence shortly.



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e. Drawings: The Architectural Design Staff (ADS), OL/HOME, has completed all revisions to drawings for the offices in the 4E Corridor, Headquarters Building, which were requested by the Office of Soviet Analysis (SOVA), DDI, on 11 July. This was the second set of revisions. Drawings were returned to the Engineering and Construction Branch (E&CB), OL/HOME, as of 12 July for the electrical revisions and for submission to West Group, the construction contractor.

ADS has completed revisions to accommodate relocation of six workstations in offices in the 5E Corridor, Headquarters Building, as requested by SOVA on 11 July. The drawings were returned to E&CB on 16 July for completion of mechanical and electrical drawings.

The new set of drawings for construction contracting for the 1H39 Subcorridor, Headquarters Building, is nearly complete, pending final review and revisions. This work is being done for the Office of Central Reference, DDI.

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f. Workplace Standards: As a result of the meeting on 12 July 1984 which was set up by [redacted] Psychological Services Division, Office of Medical Services, between GSA Furniture Center officials and CIA representatives, Mr. Bud Brogan, Director of Engineering, Market and Research Analysis Division, National Furniture Center, GSA, has offered to do a prototype project at CIA geared to particular Agency needs. GSA is currently directing a prototype of 1,000 workstations due to be set up with DoD funds at the Pentagon in September and also plans to conduct similar projects for the Social Security Administration and the Internal Revenue Service.

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The objective of these studies is to display and test GSA's proposal to establish a uniform furniture program with a mandatory single source for modular desks and acoustic screens for all employees below GS-15. The proposed furniture consists of black or putty colored metal worktables with laminate tops, mobile drawer units, dual-height adjustable VDT tables, and surrounding acoustic screens with shelves. Many sizes are to be available, but the height adjustability range is not as great as that presented by [redacted]

GSA is scheduled to present this program and the mandatory term contract proposal to Congress on 2 August. Manufacturers of electronic data processing furniture and acoustic screens currently being sold through multiple award schedules are lobbying for the defeat of the proposal since it would terminate availability of their products.

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Agency components are increasingly turning to multiple award vendors in order to satisfy varying VDT user needs. Any GSA experiment would not only encourage use of a single source, but would involve GSA with space allotment.

g. Temporary Walkway at Southwest Ground Floor Entrance: The installation of a temporary walkway at the Southwest Ground Floor Entrance to Headquarters Building was completed, with the exception of the nonskid material. The entrance will be used to process contract employees for access to the building.

h. Sheaves for Air-Conditioning Unit: GSA engineers are still awaiting the arrival of the sheaves which were ordered so that they can increase the fan speed on Air-Conditioning Unit No. 21 in the basement Fan Room at Headquarters Building. The installation of these sheaves should eliminate the air-conditioning problem in the 7E and 7D Corridor offices.

i. Repairs to Air Handler Unit: The GSA Plumbing Shop worked overtime on Saturday, 14 July 1984, to replace valves and deteriorating pipes leading to the air handler unit in Room GH24, Headquarters Building. Additional overtime will be required to complete installation of the new valves and pipes. The Electric Shop still has about 8 hours of work remaining on this job for the Office of Current Production and Analytic Support.

j. Exterior Work on Headquarters Compound: On Saturday, 14 July 1984, the Carrier Maintenance Section, Operations and Maintenance Branch (O&MB), OL/HOME, with assistance from other O&MB personnel, restriped the two crosswalks at the Southwest Entrance, restriped and renumbered the 12 parking spaces at Southwest Entrance, and renumbered 176 parking spaces in South Parking Lot. This completes the renumbering of the parking spaces on the Headquarters Compound. In addition, nine arrows were mounted on the directional signs at the George Washington Memorial parkway Entrance, Route 123 Entrance, and the entrances to South Parking Lot. The damaged "Stop" sign at the Route 123 entrance was repaired and reinstalled, and a "Keep Right" sign was installed.

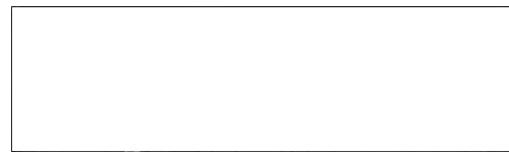
k. Temporary "Reserved" Parking Signs at Key Building: Two temporary "Reserved" parking signs were installed at Key Building on Saturday, 14 July. These signs will be replaced when the permanent signs which have been ordered are received.

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**III. Significant Events Anticipated During the Coming Weeks:**

**New System for Dispensing Gasoline at the Motor Pool:**  
The Gasboy Cardtrol Fuel Management System will be used for dispensing gasoline at Motor Pool pumps starting on 30 July 1984. Instructions regarding use of this new system and procedures for obtaining the necessary cards for use at the new gas pumps are being provided to all offices operating Agency-owned or leased vehicles.

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Headquarters Operations, Maintenance  
and Engineering Division

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